



City of Austin - JOB DESCRIPTION



Aviation Division Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	11052	Salary Grade:	XO1
Approved:	January 11, 2007	Last Revised:	November 05, 2007

Purpose:

Under general direction and working independently, organize, develop, and manage core programs/projects/activities within an Aviation division.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prepares annual budget and monitors labor, material and capital expenditures; writes specifications and prepares requisitions; reviews bids and prepares recommendations.
2. Consults with contractors, engineers, airport tenants and lessees on proposed construction, repairs and new installations at facilities;
3. Makes recommendations for modifications to existing facilities and equipment schedules;
4. Implements regular and preventive maintenance recommendations at Austin Bergstrom International Airport.
5. Processes work orders and determines material and labor requirements for jobs; coordinates grounds maintenance activities with other maintenance shops, airport tenants and other airport operations.
6. Supervises, assigns, coordinates and directs all phases of maintenance through a small staff of foremen, tradesmen, equipment operators and laborers engaged in maintenance activities throughout Austin Bergstrom International Airport.
7. Meets with equipment and product manufacturers to maintain current information on technical advances

Responsibilities - Supervisor and/or Leadership Exercised:

- Assigns and coordinates the activities of supervisor and of work crews in performing planned construction and maintenance work.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of large-scale and long-range facility improvement planning for aviation facilities.
- Knowledge of the design characteristics of specialized aviation structures and facilities.
- Knowledge of local, state and federal regulations pertaining to the design, development and construction of airport facility improvements.
- Knowledge of contracts, forms and reports required in the management of airport facility improvement projects.
- Knowledge of supervisory principles and practices.
- Knowledge of landside, terminal and airside operations at Austin Bergstrom International Airport.
- Ability to direct and coordinate the design, development and construction of airport facilities improvement projects.
- Ability to apply advanced professional engineering knowledge to the review and coordination of airport facilities improvement programs.
- Ability to direct and review the work of engineering and architectural consultants.
- Ability to prepare requisitions and specifications for various types of building materials and motor equipment and to devise modifications to equipment to meet specific work problems.
- Ability to plan work schedules for maintenance and minor construction projects

Minimum Qualifications:

- Bachelor's Degree in Public Administration, Business Administration, Architecture, Construction Science, Planning Management, or related field, plus 5 years experience, including 2 years supervisory experience.
- Any combination of education and experience may substitute for the minimum qualifications.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.